**Falkirk Integration Joint Board**

**Date:**

**Title:**

**Action:**

Executive Summary

* 1. A short section to summarise the report / proposal in a way that readers can rapidly become acquainted with the report without having to read the whole report
	2. What are the main supporting points?
	3. What are the main pieces of evidence

Recommendations

The Integration Joint Board is asked to:

* 1. All report recommendations should be listed at here.
	2. This should be a list of actions for the board to note or take decision on.

Background

* 1. If relevant, a statement providing any contextual information regarding the subject. This may include any underpinning national or local policy or strategy.

Main Body of the Report

* 1. Information should be written in plain English. Technical aspects should be described clearly with minimal use of jargon.

Conclusions

* 1. Based on the information provided what are the conclusions that lead to the recommendations at the start of the report.

Resource Implications

An estimate of the implications of the subject on the on resources of the IJB or partners including the implications of any recommendations should be provided which includes how the task/project will be undertaken with regard to both financial and staff resources. The section should include:

* the lead constituent authority and lead officer, if appropriate;
* the budget from which any resource will be allocated or impacted on; and
* Any additional financial or staffing requirements and the suggested budget or fund from which resource will be allocated.

Impact on IJB Outcomes and Priorities

A statement regarding how the subject links with / contributes to the local integration outcomes and principles and also links with any national or local policy.

Directions

 A statement to confirm whether a new Direction or amendment to an existing Direction is required as a result of the recommendations of this report.

Where a new or amended Direction is required, the attached template should form an appendix to the report

Legal & Risk Implications

A statement that highlights any legal issues and risk that may arise, relating to the integration authority or the constituent partners.

Consultation

A statement which notes whether consultation is necessary and if so how and when this has/will be undertaken.

Equalities Assessment

The IJB will be a public body, for the purposes of the Equality Act 2010. Officers must ensure that equalities implications have been considered and that an equalities impact assessment is completed, where appropriate. A combined NHS/Council tool is being developed for this purpose.

Report Author

* 1. Author of report –

List of Background Papers

* 1. The papers that may be referred to within the report or previous papers on the same or related subjects

# Appendices

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| --- | --- |
| Appendix 1: |  |
| Appendix 2: |  |